

~~SECRET~~
SECURITY INFORMATION

APR 9 1953

Assistant Director for Collection and
Dissemination

Chief, Security Control Staff

Transmission of Material []

50X1

Reference: Memorandum dated 3 April 1953 to AD/CD from Mr. Claude E.
Hawley, OIC, Subject: [] Liaison

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1. In accordance with a conversation between Mr. Harrie A. James
of your Office and [] of this Staff, relative to
paragraph 2 of the Reference, it is understood that the following
procedure is in effect for the transmittal of material by []

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Documents to be transmitted [] are sent to
the [] located in OCD. The material
is logged and packaged, and the Liaison Officer takes
the material and log to the Chief or Deputy Chief, Liaison
Division, for a check of the material and the log. This
check includes consideration of the approval of the dis-
semination by the originating office. In the event of
any doubt as to the dissemination, the matter is coor-
dinated with the Security Control Staff. The Chief or
Deputy Chief, Liaison Division, then signs the log and
the packaged material is sent with a transmittal slip to
Chief, Index Branch, []. He signs the transmittal slip
and turns the package over to the Message Center Section,
[] for recording and inclusion in the [] pouch. The
pouch is transmitted daily by Registered Mail to the
[] Office. A designated representative
of [] picks up the packages at the field office and
carries them []

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SIGNED

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SO/JRP:hp (8 April 1953)

Distribution:

Orig. & 1 - Addressee
3 - SCS Files
1 - Chrono
1 - OIC (Mr. Hawley)

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